

- Research job skills, personal development, and career information.
- Develop and assess work-based learning goals.
- Use self-reflective and critical analysis to evaluate a job site experience.
- Keep accurate records of employment hours.
- Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

INSTRUCTOR | Visit [Career Hub Faculty Page](#)

In this course you will be **assigned an Instructor** for the semester who will act as a coach or guide while you are in your work experience class. Your Instructor wants you to be successful in this course. If there is any information you think they should know, please contact them. Your Instructor will contact you through Canvas in the first week of school and will meet with you twice during the semester. The first meeting will be with you and your Instructor. At that meeting, your Instructor will review your work goals and the course requirements. The second/final meeting will be with you, your supervisor and your Instructor. Kim Kinahan is your *instructor of record*, and most of you will have a different assigned instructor.

PLACE YOUR ASSIGNED INSTRUCTOR CONTACT INFORMATION HERE (once you get an email from them):

NAME	EMAIL	PHONE or TEXT



Communication Catalyst: The Key To Your Success

COMMUNICATION WITH INSTRUCTOR:

Your **assigned course Instructor** will check email weekly. Instructors will communicate with you via Canvas, email, telephone, or text to establish visits and communicate important information. **It is your responsibility to regularly check Canvas, your email, phone, and text messages in order to communicate effectively with your Instructor.** Failure to respond to your Instructor’s initial messages to set up the first meeting may result in you being dropped from the course. You will also receive periodic announcements from Kim Kinahan, *Instructor of Record*, in the Work Experience Department.

COURSE POLICIES

- Students, must be employed by a licensed business in a PAID job to earn Work Experience units.
- Students who change jobs or are no longer employed during the semester must inform their Instructor immediately. You will have two weeks to secure another job.
- General Work Experience (WRKEX 97) students can take from 1-6 units per semester.
- Students may increase or decrease units based on hours worked per week during the semester of enrollment. Please contact the Work Experience office (707 527-4329) for more information.
- Students may take a cumulative maximum of 16 units of any combination of General, Occupational, or Intern units.
- If hours worked do not meet enrolled unit requirements, an automatic unit decrease at the end of the semester will be made. Example: Enrolled in 4 units (300 hours required); worked 250 hours; student receives 3 units of credit.

To determine the number of units you will receive, please use this chart:

Unit(s)	Total Minimum PAID Hours Worked
1.00	75
2.00	150
3.00	225
4.00	300
5.00	375
6.00	400

- If hours worked do not meet enrolled unit requirements, an automatic unit decrease at the end of the semester will be made. Example: Enrolled in 4.00 units (300 hours required); worked 250 hours; student receives 3.00 units of credit.

LATE ASSIGNMENT POLICY

All assignments are due at midnight PST on the due date. In the event of a missed assignment (and you did not add class late), you will have one week to turn in the assignment for partial half credit. After the one-week period, the assignment will no longer be accepted.

ACCOMMODATIONS

Access and Accommodations: It is the mission of the Santa Rosa Junior College to support inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the [Disability Resources Department](#) (DRD). DRD is a resource for students that provides authorization for academic accommodations, training and access to assistive technology, and collaborates on strategies for academic success. **Website:** drd.santarosa.edu **EMAIL** disabilityinfo@santarosa.edu to contact the [Disability Resources Department](#) (DRD).

STANDARDS OF CONDUCT

We believe every student wants to succeed and success is also knowing what expectations are for a college classroom. We assume everyone will conduct ourselves in a manner which reflects our awareness of common standards of decency, respect and the rights of others. All students are expected to know the [Student Conduct Policy](#) and adhere to it in this class. Students who violate the code may be referred to the Conduct Dean for discipline.

RESPECT:

The best way to learn is through active participation; therefore, we respect others when talking, by being on-time, listening actively, and being polite even when we disagree with another's viewpoint. Employers and coworkers also expect this in the workplace.

ACADEMIC INTEGRITY:

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended – for one or two class meetings by the instructor – and referred to the Conduct Dean for discipline sanction, in cases of egregious violation. Please see [Policy 3.1 Academic Integrity](#)

Collaborating on or copying of an assignment in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that assignment. We encourage students to share information and ideas, but not their work.

See these links on Plagiarism: [SRJC Writing Center Lessons on Avoiding Plagiarism](#); [SRJC's Statement on Academic Integrity](#).

Students who register in SRJC classes are expected to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

SEXUAL MISCONDUCT

Title IX: Confidentiality and Responsible Employee Statement

Santa Rosa Junior College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Student Psychological Services (Santa Rosa Campus 707-524-1595/ Petaluma Campus 707-778-3919) For more information about reporting options and resources at Santa Rosa Junior College and the community, please visit [Title 9 Website](#).

NON-DISCRIMINATION POLICY

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.

SUPPORT SERVICES / RESOURCES / LEARNING COMMUNITIES

There are a multitude of student support services available to you, too many to list here. Please see these links for more information:

STUDENT REMOTE SERVICES

<https://www.santarosa.edu/srjc-remote-resources>

STUDENT SUPPORT SERVICES

<https://www.santarosa.edu/students>

PHYSICAL AND MENTAL HEALTH

Should you experience any physical or mental health issues, know that all of us at SRJC care about your well-being. SRJC's Student Health Services (SHS) has nurse practitioners and mental health therapists available. Confidential sessions

are provided via secure Zoom or in-person. Sessions are free for SRJC students taking credit or non-credit classes, and some providers can converse with you in Spanish if you prefer. SHS also has on-site COVID rapid testing and vaccinations available also at no cost. To start the process for any type of physical or mental health appointment contact Student Health at 707 527-4445 or email studenthealthservices@santarosa.edu. More information about all that Student Health Services provides is available at shs.santarosa.edu.

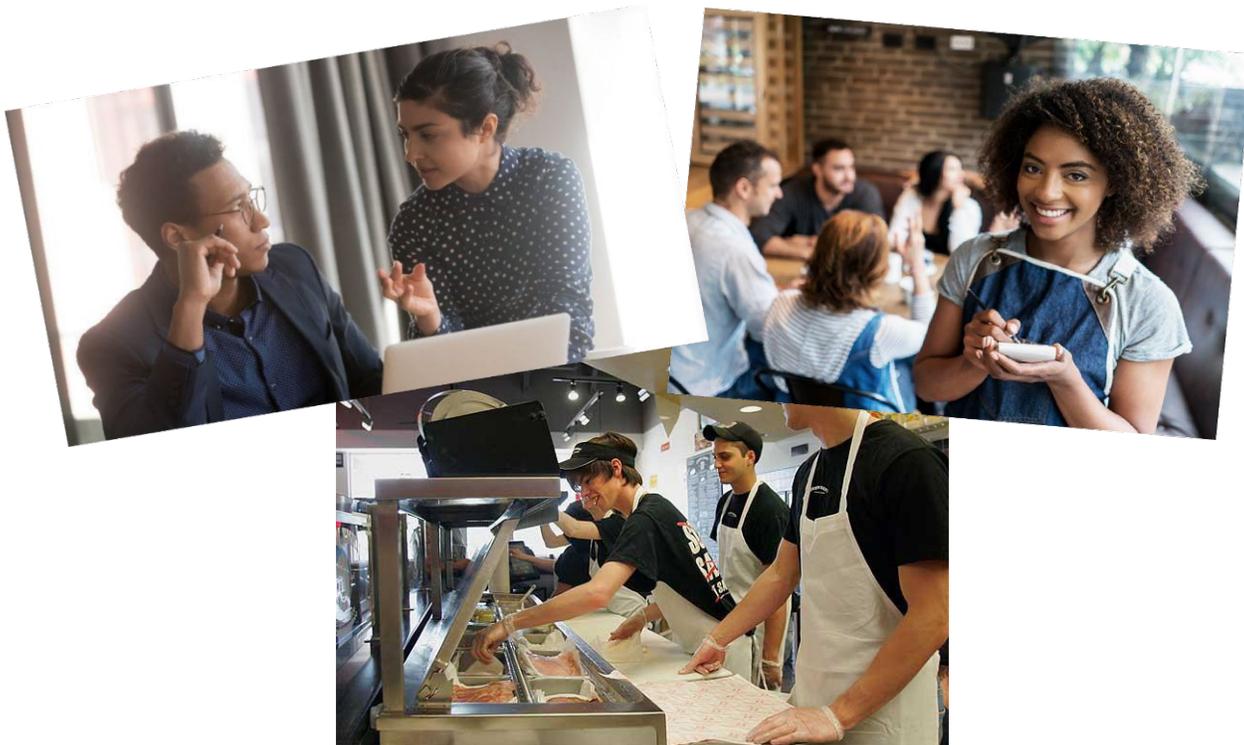
- Canvas Help: <https://de.santarosa.edu/students>
- Laptop Loan Program & Hotspots: <https://libguides.santarosa.edu/RemoteAccess>
- Online Student Services: <https://onlinestudentservices.santarosa.edu/>
- Writing Center (Help w/ Student Report): <https://english.santarosa.edu/writing-center>

LEARNING COMMUNITIES

<https://learningcommunities.santarosa.edu/>

Are you a student who wants to establish strong academic and social foundations that support your success while enrolled at SRJC? Check out the Learning Community website for more information.

- Student-centered learning
- A personal academic counselor
- More interaction with other students
- Early registration assistance
- Classes taught by several instructors
- More faculty contact and exchange
- College and community involvement activities



COURSE REQUIREMENTS

To assess, measure, and evaluate your performance in this course, we have developed several course assignments. Each one is designed for you to learn, practice, and demonstrate your improvement in the workplace using a variety of Work Skills.

ASSIGNMENTS	DESCRIPTION	Due Dates
ASSIGNMENT 1	Work Experience Class Check-in & Present Your Job Supervisor/Manager the SRJC Work Experience Letter (in person or via email) (5 points) <ul style="list-style-type: none"> Completed by Student 	Monday, Jan. 23
ASSIGNMENT 2	Career Success Skills Assessment (5 points) <ul style="list-style-type: none"> Completed by Student prior to first meeting with Work Experience Instructor 	Monday, Jan. 30
ASSIGNMENT 3	Work Goals Form (5 points) <ul style="list-style-type: none"> Completed by Student with their Job Site Supervisor 	Monday, Feb. 13
ASSIGNMENT 4	Meeting with Assigned Work Experience Instructor	Tuesday, Feb. 21
ASSIGNMENT 5	First Draft Resume (5 points)	Monday, March 13
ASSIGNMENT 6	Final Resume (5 points)	Monday, April 3
ASSIGNMENT 7	Online Career Activity or Attend Live Zoom Workshop (5 points)	Monday, April 17
ASSIGNMENT 8	Student Report & Evaluation of Course (25 points)	Monday, April 24
ASSIGNMENT 9	Final Work Goals Evaluation Meeting (60 points) <ul style="list-style-type: none"> Completed with Student, Work Experience Instructor and Job Site Supervisor Upload Hours tracking form prior to meeting 	WE Instructor will schedule
ASSIGNMENT 10	Instructor Communication/Contact (5 points)	

Course Grading:

113 – 125 = A

100 – 112 = B

87 – 99 = C

70 – 86 = D

69 - 0 = F